



ACCOUNTING INTERN

JOB ANNOUNCEMENT



Department/Division: Administrative Services
How to Apply: Submit City of West Des Moines Employment Application
(To be considered application must be submitted)

Where to Apply: Human Resources Department (Address Below)
Deadline to Apply: Applications will be excepted until this position is filled

Rate of Pay: \$10.92/hour
Employment Status: Temporary; FLSA covered
Civil Service Status: This is NOT a Civil Service Position

Regular Hours: School Year: Weekdays (approximately 12 - 20/hrs per week)
Summer: Weekdays (approximately 30 – 40/hrs per week)
Must be available to work January thru December 2010.

Tentative Start Date: January 2010

Supervisor: Sheila Schmitt, Accounting Manager

Job Summary & Requirements: To perform a variety of duties such as: reconciliations; preparing and maintaining spreadsheets, including fiscal year end audit schedules; processing transactions on the City's financial system, etc. Requires some exp. and/or college level course work in accounting; an understanding of accounting principles; and ability to use personal computer with spreadsheet applications.

CITY OF WEST DES MOINES
Human Resources
4200 Mills Civic Parkway
P.O. Box 65320
West Des Moines, Iowa 50265-0320
515-222-3616
515-273-0601 (FAX)

www.wdm-ia.com

Job Line: 515-222-3522

-- The City of West Des Moines is an Equal Opportunity Employer --

This notice shall be posted in all City Departments and is not to be removed until the above-cited deadline date.
This notice may also have been distributed to recruitment and community resources in the area.